

REQUEST FOR BID PROPOSALS
Five Year (2015-2020)
Generator Preventative Maintenance and Repairs

GENERAL INFORMATION:

RFP Issue Date: Wednesday, November 26, 2014

Proposal Number: RFP Generator – 2015-2020

Deadline for Bid Submission: Tuesday, December 16, 2014 by 4pm

Date of Bid Opening: Tuesday, December 16, 2014 at Selectmen's Public

Meeting: 7pm

Bids must be received at the Newton Selectmen's Office before 4pm on Tuesday, December 16, 2014. Bids received after this time will **NOT** be accepted.

Bids must be made on the enclosed bid form and must be typed or clearly printed in ink, and signed. Corrections must be initialed.

Bids that are not complete or are unsigned will not be considered.

Faxed Bids will **NOT** be accepted.

Bids will be made public at the time of the opening. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

SCOPE OF SERVICES

A. SCOPE OF SERVICES:

1. The Town of Newton proposes to enter into an agreement with a contractor to provide preventative maintenance and repairs on the Emergency Generators at four (4) locations in the Town of Newton, New Hampshire.

THIS PROJECT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE GENERATOR PREVENTATIVE MAINTENANCE AND SERVICES AT LOCATIONS LISTED AND DESCRIBED HEREIN.

2. The Contractor shall inspect the equipment listed in accordance with the specifications set forth in the Inspection and Preventive Maintenance Checklist (attached).

3. The Contractor shall perform Scheduled Oil Sampling (S.O.S) and coolant sampling on all units covered by this contract.

4. The Contractor shall maintain service records on all maintenance and repairs, including oil and coolant sampling.

Request for Bid Proposals - Generator Preventative Maintenance

5. The Contractor shall properly dispose of used oil and filters generated by our services, leaving our portion of your job site environmentally clean.
6. All work done on generators will carry a one-year warranty on parts and labor.
7. The Contractor shall perform additional work as authorized. Such work will be based on rates for field service as listed herein.
8. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the Town of Newton.
9. Any repair service above and beyond preventative maintenance will require an estimate being submitted to the Town of Newton, NH before any work is performed. The cost of providing the estimate will be at no charge to the Town of Newton, NH.
11. **Upon arrival at the site the Contractor shall sign in with the Town Administrator or person in charge and after each scheduled or emergency call, before leaving the job site confirm that systems are operating correctly, then present a written summary of the work performed and obtain a signature of the work completed.**
13. The Contractor shall prepare a report of each service visit to be signed by the **customer's** representative and copied to the Town of Newton.
15. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall conduct his work so as to interfere as little as possible with Town business, determine the Town's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
16. The Contractor shall secure all permits, inspections and licenses necessary for the execution of his work.
17. The Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of the Town and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work, labor, and equipment to be done and furnished under this contract, shall be done and finished strictly pursuant to, and in conformity with the specifications described herein and any directions of the Town representatives as given from time to time during the progress of the work, under the terms of this contract.
18. The Contractor shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.
19. The Contractor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work being done is different from what was estimated or expected, or account of the weather, elements or other causes.
20. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
21. The Town of Newton reserves the right to terminate this contract at any given time with a 30 day written notice.

B. INVOICING:

1. All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the Town of Newton Selectmen's Office.

Request for Bid Proposals - Generator Preventative Maintenance

2. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
3. A check will be issued through the Town Treasurer and forwarded to the Vendor. Payments will be for only what has been agreed to in the RFP. The Town of Newton does not pay late charges or interest.

C. INSURANCE:

1. The bidders shall furnish to the Town of Newton, prior to the start of any work, insurance certificates for comprehensive general liability, automobile liability and worker's compensation in accordance with the following:
 - a. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident; and
 - c. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the Town and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by the Town.

D. BIDS

1. If sub contractors are to be utilized, please include information regarding the proposed subcontractors including the name of the company, their address and three references with contact personnel for each sub-contractor.
2. Bidders shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Bids should encompass all criteria set forth in this RFP.
3. Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall only be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.
4. The time and effort expended in bid preparation is entirely the responsibility of the bidder.
5. Before submitting a bid, each vendor is encouraged to visit the sites and be familiar with the equipment and pertinent local conditions, such as location, accessibility and general character of the buildings. The act of submitting a bid is to be considered full acknowledgement that the vendor has inspected the sites and is familiar with the conditions and requirements of these specifications. Arrangements to look at these locations must be made prior to bidding by contacting the Town of Newton at telephone number 603-382-4405 ext. 10.
6. All Bidder correspondence and submittal shall be sent to:

Town of Newton

Office of the Board of Selectmen

PO Box 378

2 Town Hall Road

Newton, NH 03858

Attn: Mary Winglass

Questions can also be sent via e-mail to mwinglass@newtonnh.net.

E. NON-COMMITMENT OF THE TOWN:

1. The solicitation of bids by this RFP does not commit the Town of Newton to award a contract or to pay costs incurred in the preparation of a bid proposal.
2. The Town of Newton reserves the right to accept, reject any or all proposals received in response to this RFP, or to cancel this RFP entirely if it is in the best interest of the Town.

Request for Bid Proposals - Generator Preventative Maintenance

3. The Town of Newton reserves the right to waive any informality in bid proposal content. However, failure to furnish all information requested may disqualify the bid.

F. TERMINOLOGY:

1. "Contractor" refers to any individual, partnership or agency which responds, in writing, to this RFP. "Town" refers to Town of Newton.
2. "Contract" is the resulting contract entered into between the Town of Newton and the successful Bidder.

G. TERM:

1. The term of the contract shall be effective upon Board of Selectmen Approval.

H. EVALUATION CRITERIA:

1. The Board of Selectmen will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
2. The Board of Selectmen will select the bid proposal most advantageous to the Town for award.
3. Failure of the bidder to provide any information requested by the RFP may result in disqualification of the bid.
4. The criteria to be used in the evaluation of the bid proposals are as follows:
 - a. The ability of the bidder to meet the minimum specified requirements.
 - b. The overall costs of the proposal satisfying the requirements.
5. Bids will only be considered from Contractors that have a minimum of three years of successful experience providing generator maintenance. The Contractor shall be required to demonstrate that they have successfully completed these services for clients of the same size and magnitude for a minimum of three years. Failure to demonstrate this experience will be grounds for bid rejection.
6. The Town will make the decision for selection of a Bidder. Proposals will be evaluated for purpose of award by the Board of Selectmen. The selected Bidder will be notified in writing.
7. The Town of Newton may cancel this RFP, or reject proposals at any time prior to an award.
8. Bid award for the services requested under these specifications will be based upon capacity to perform, capacity of the town to monitor and enforce performance, availability of resources to perform services, and price.
9. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the Board of Selectmen.

I. AWARD:

1. The Town of Newton reserves the right to reject any or all bids; also the right to negotiate for the best arrangement for the Town of Newton.

J. Bidder's Representatives: The Bidder shall be required to supply the Town of Newton with the name and telephone number of the Bidder's representative who will be on call in case of emergency.

Name, address, and telephone number of Bidder's agent who is on twenty-four-(24) hour call.

Name:

Page 5 of 6
Town of Newton
Request for Bid Proposals - Generator Preventative Maintenance

Address:

Telephone #:

K. References: Please list three references and contact persons that your firm has performed similar work for.

1.

2.

3.

LOCATIONS AND EQUIPMENT:

TOWN HALL 2 Town Hall Road; 2009 20KW Generac GT999 GUARD +200A S

Annual Cost: Year 1 _____ Year 2 _____ Year 3 _____
Year 4 _____ Year 5 _____

Hourly charge for service calls: _____

POLICE DEPARTMENT 8 Merrimac Road; 2010 Kohler 30REOZJC

Annual Cost: Year 1 _____ Year 2 _____ Year 3 _____
Year 4 _____ Year 5 _____

Hourly charge for service calls: _____

TRANSFER STATION 4 Dugway Road; 1987 Onan 30.0SK-15R

Annual Cost: Year 1 _____ Year 2 _____ Year 3 _____
Year 4 _____ Year 5 _____

Hourly charge for service calls: _____

NEWTON JUNCTION FIRE STATION 29 West Main Street; 2009 Kohler 17KW

Annual Cost: Year 1 _____ Year 2 _____ Year 3 _____
Year 4 _____ Year 5 _____

Hourly charge for service calls: _____

ATTACHMENTS TO BE INCLUDED WITH BID RESPONSE:

A. Documents:

1. Certificate of Insurance: This certificate is obtained from the Bidder's Insurance Company. One Original and two copies should be returned with Bidder's Response Sheet. The amount of insurance should reflect the requested levels of the RFP and list the Town of Newton as the Certificate Holder.

Request for Bid Proposals - Generator Preventative Maintenance

2. Certificate of Authorization/Good Standing: This document may be obtained through the Secretary of State's Office located in the State House, 107 North Main Street, Concord, NH 03301, 603-271-3242. A copy should be returned with the bid submission.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____

EMAIL: _____

CONTACT NAME: _____

Signature: _____ **Date:** _____

Comments:



Town of Newton:

Generator Preventative Maintenance Agreement (5) Five Year Contract
signed on _____ (Date)

Signature: _____

Chairman, Board of Selectmen

Comments:
